



**RECORDS RETENTION AND DISPOSITION SCHEDULE**  
**Education, Department of. State Board of Education.**

| Agency: State Board of Education |               | Division:                                                                                    |                                      |
|----------------------------------|---------------|----------------------------------------------------------------------------------------------|--------------------------------------|
| ITEM NO.                         | RECORD SERIES | TITLE/DESCRIPTION<br><i>(This Retention Schedule is approved on a space-available basis)</i> | RETENTION PERIOD                     |
| 1                                | 84-628        | <b>MINUTES-CASSETTE TAPES</b>                                                                | ERASE and RE-USE after one (1) year. |